

Hardware and Software Requirements For Electronic Filing in CM/ECF

Attorneys will need the following hardware and software to electronically file, view, and retrieve documents in the electronic filing system.

- A personal computer running a standard platform such as Windows, Windows 95, Windows 98, Windows XP , Windows NT Workstation 4.x, Microsoft Windows 2000 Professional or Macintosh.
- 256-MB of RAM
- Internet service and a compatible browser (Netscape Navigator 7.2 and IE 6.0 are tested successfully on CM/ECF. Other browser may work, just make sure the browser is JavaScript-enabled with cookies enabled and Pop-ups **turned on**. Pop-ups are needed to use the Internet Credit Card feature). (CM/ECF does not work with AOL.)
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. All versions of Adobe Acrobat (full version, not the reader) meet the CM/ECF filing requirements. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word.
- A scanner to transmit documents that are not in your word processing system.

Accessing CM/ECF

The CM/ECF system is a web based software program. At this time Netscape Navigator 7.2 (or earlier versions) and Internet Explorer 6.0 (web browsers) have been tested and recommended for use with this program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open Netscape Navigator or Internet Explorer and enter one of the following URL's:

For our Live Database: (<http://ecf.wvnb.uscourts.gov>) and
For our Training Database: (<http://ecf-train.wvnb.uscourts.gov>)

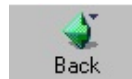
in the browser's Location field. (See Figure 1.) Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.



Figure 1

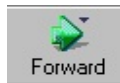
NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, (See Figure1.)

The Back button



on your Netscape navigation bar

can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button



will allow you added flexibility in case processing.

- STEP 2** The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You may see a series of security screens similar to this.

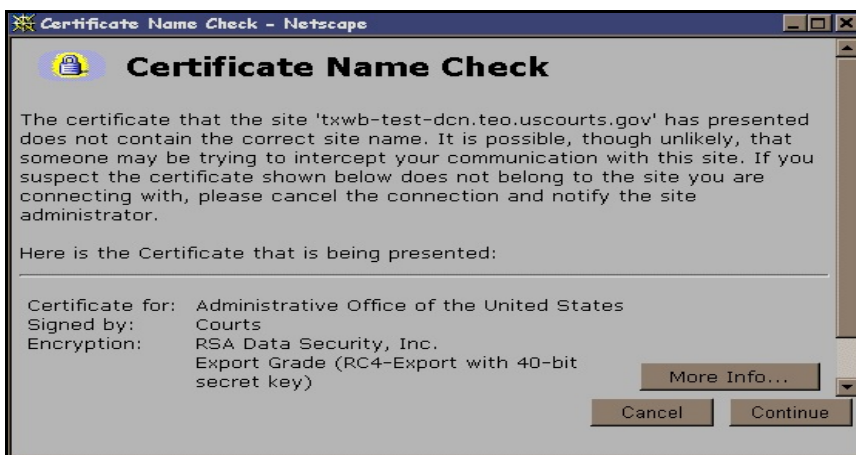


Figure 2

- ◆ Click [**Continue**] and read the security information until the [**Finish**] button appears.

- STEP 3** The Court **Welcome Screen** is shown in **figure 3**. Click on the hyperlink: "Northern District of West Virginia - Document Filing System" to enter the system.

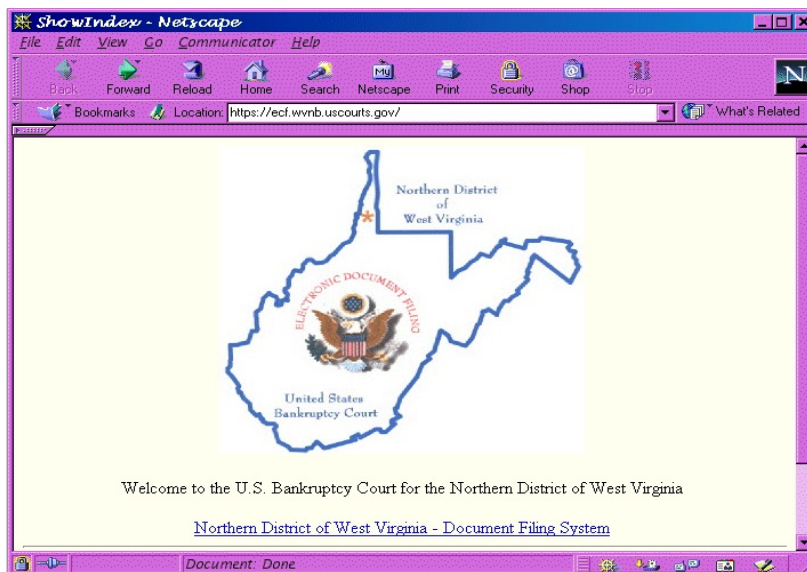


Figure 3

STEP 4 Logins and Passwords

Internet users (attorneys, trustees and creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below. (See Figure 4)

TRAINING Database Area - login - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl

cmecf live inside cmecf live outside cmecf train inside cmecf train outside cmecf stats wvnb intranet site

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:

Password:

client code:

Login Clear

NOTICE: An access fee of \$ 08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested successfully using Internet Explorer 6.0 and Netscape 7.2 as representative browsers. Other browsers and browser versions may work as well.

Done ecf-train.wvnb.uscourts.gov

Figure 4

Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

The registered user's login and password is the electronic equivalent of their signature.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

The PACER login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu as pictured below. (See Figure 4a)

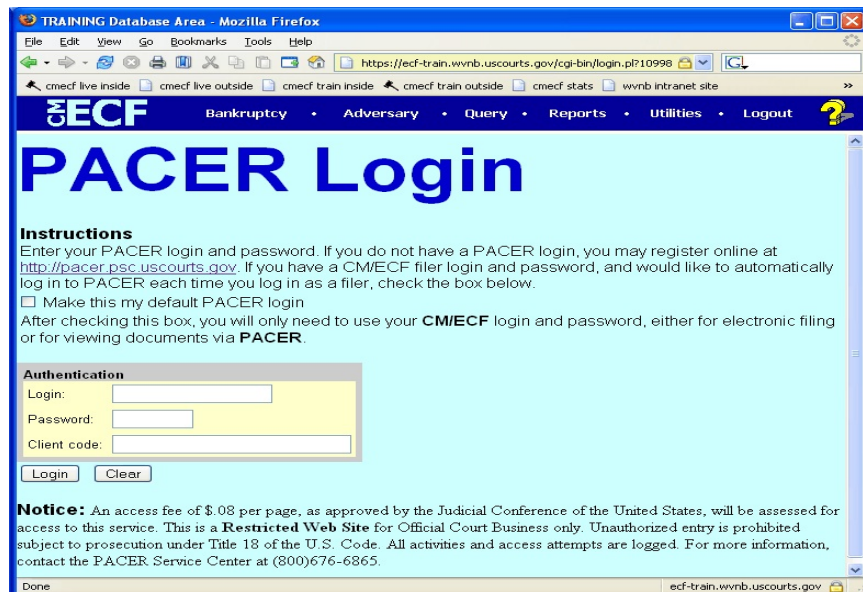


Figure 4a

PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The PACER site also offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive.

Access to this resource is available at <http://www.pacer.psc.uscourts.gov/ecfcbt/>.

STEP 5

The **CM/ECF MAIN MENU** screen is pictured in **Figure 5**.

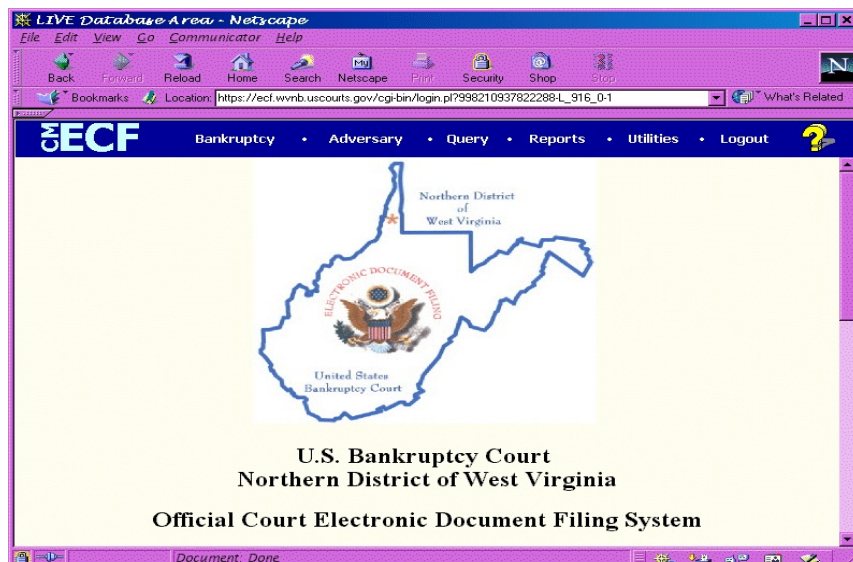


Figure 5

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.